

	<b>Effective Date:</b>	09-12-2011
	<b>Policy #:</b>	G-29
	<b>Supersedes:</b>	<b>08-11-2004</b>
<b>Subject:</b> <b>Refreshments and Meetings</b>		<b>Page:</b> 1 of 2

## **PURPOSE**

Occasionally requests are submitted from Bureaus to hold in-service training, public hearings, and board or commission meetings at locations outside of Lansing. These events usually involve overnight stays by employees.

State law provides that “a meeting of a state agency shall be held in a facility owned, leased, being purchased, or operated by this state, the federal government, a unit of local government, or a state supported institution, college or university, unless the chief executive officer of the state agency, in writing, authorizes a different location” — MCLA 18.1217 (2). State agency is defined by law as a “department, board, commission, office, agency, authority, or other unit of state government” — MCLA 18.1115 (5).

## **POLICY**

### **Meetings**

Exception requests to hold meetings at sites other than called for in [MCLA 18.1217\(2\)](#) require prior approval from Finance and the appropriate Deputy Director must be obtained. Requests are to be submitted to LARA Finance and Administration via the [C-55 - Sponsored Events Approval Request](#).

### **Refreshments**

Refreshments other than coffee, tea, or pop, will not be paid for with appropriated funds when meetings involve only staff members of the Department of Licensing and Regulatory Affairs (LARA). When meetings involve guests of LARA, approval must be obtained during the planning stages to request exemption from the refreshment policy. Prior approval from Finance and the appropriate Deputy Director must be obtained. Requests are to be submitted to LARA Finance and Administration via the C-55 request for approval.

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Requests must include the following information:

- Purpose of Meeting
- Location of Meeting
- Date(s) of Meeting
- Number and List of LARA employees attending
- Number and List of external attendees
- Meal(s) or refreshments to be provided
- Estimated Cost

A copy of the approval must be attached to any payment voucher related to the event.